



Washington State Department of Ecology Grant Application Form Guidelines

Local Governments Heavy-Duty Diesel Retrofit Grant Program

This Application Form is available on the web at:

<http://www.ecy.wa.gov/programs/air/cars/DieselGrantPage.htm>

For additional information or to have an application mailed to you, please contact: Ann Byfield, Washington Department of Ecology, Air Quality Program, PO Box 47600, Olympia, WA, 98504-7600; Phone: 360-407-6851, FAX: 360-407-7534; e-mail: abyf461@ecy.wa.gov or Mike Boyer, at the above address, 360-407-6863; e-mail: mboy461@ecy.wa.gov.

If you need this form in an alternate format, please contact us at 360-407-6851 or 360-407-6863. If you are a person with a speech or hearing impairment call 711 for relay service or 1-800-833-6388 for TTY.

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Local Governments Heavy-Duty Diesel Retrofit Program

Washington State Department of Ecology Grant Application Guidelines

Apply to: Washington State Department of Ecology, Air Quality Program

Title: Local Governments Heavy-Duty Diesel Retrofit Program

Action: Request for Grant Funding

Due Date: Applications are due by Friday, December 2, 2005.

Summary: This notice announces the availability of funds and solicits requests for grant funds to retrofit emission control technology on diesel vehicles and equipment owned by local governments throughout the State of Washington. All eligible applicants are encouraged to apply.

Funding: The total funding for this opportunity is \$2,000,000. Ecology anticipates retrofitting approximately 1000 vehicles statewide. Up to 100 grants will be awarded statewide based upon the availability of funds. Local governments may not use retrofit funds to pay for administrative expenses. Funds must be used for retrofit equipment and installation.

Background: Diesel emissions contain a hazardous mixture of pollutants that have a detrimental impact on health. Diesel exhaust has been linked to the onset or worsening of most major, chronic and/or terminal ailments, including cancer, emphysema, auto-immune disorders, asthma, heart, stroke and the underdevelopment of children's lungs. When inhaled, fine particles in diesel exhaust penetrate lungs and remain there indefinitely to aggravate or create both lung and heart conditions. Research also indicates diesel emissions cause premature deaths within populations and occupations where people are regularly exposed to these toxins. For this reason, diesel exhaust is the most toxic of all forms of air pollution.

The State of Washington, Department of Ecology and local Air Quality Agencies/Authorities are working with school districts, local governments, and state agencies to reduce harmful diesel emissions by installing retrofit emission control technologies on vehicles and equipment. These technologies effectively reduce 50% to 95% of the toxic emissions. Ecology and local Clean Air Agencies/Authorities have successfully retrofitted approximately 5000 diesel vehicles statewide. These retrofits include school and transit buses, plus a variety of on and off-road heavy-duty diesel vehicles and equipment.

Eligible Applicants: Any city, county, or municipal association including port or transit authorities within the State of Washington that own, lease or operate heavy-duty diesel vehicles and equipment. These vehicles must be registered to the local government to qualify for this retrofit program. Ecology encourages all eligible entities to submit applications.

Overview of the Award Process: Ecology is asking local governments to supply complete fleet information. We will use our expertise to select which vehicles and equipment are most appropriate for retrofit and the appropriate retrofit technologies for these vehicles.

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Types of Vehicles Eligible for Retrofit: All types of heavy-duty diesel vehicles and equipment with engines greater than 75 horsepower are eligible for retrofit funds. Retrofitted vehicles must have an estimated lifespan of at least three remaining years within the government fleet. Ecology will develop state retrofit contracts for the purchase and installation of emission control technology on heavy-duty diesel dump trucks, refuse trucks, maintenance vehicles and equipment and transit buses. Local governments with heavy-duty diesel fleets of all sizes and types are encouraged to apply.

Eligible Retrofit Technologies: Contractor(s) will consult with local governments regarding the types of appropriate technologies and how they reduce emissions on each vehicle. Eligible technologies include diesel oxidation catalysts, diesel particle filters, and crankcase ventilation filters. All retrofit technologies must be approved by either the US Environmental Protection Agency's (EPA) or the California Air Resources Board's (ARB) Retrofit Verification Programs. Funds will not be provided for alternative fuels such as ultra-low sulfur diesel, biodiesel, or compressed natural gas. Information on verified retrofit technologies can found on the web: EPA: (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>) ARB: (<http://www.arb.ca.gov/diesel/verdev/verdev.htm>)

Retrofit Process: Local governments may select one of two options for retrofitting their diesel fleet (all heavy-duty diesel vehicles and equipment). Retrofit Option One will provide local governments a contractor to retrofit dump/maintenance trucks, refuse trucks, and transit buses. Retrofit Option Two is designed to allow local governments to apply for grant funds to retrofit vehicles and equipment other than dump/maintenance trucks, refuse trucks, and transit buses. This second option provides local governments and local air quality agencies the opportunity to customize the retrofits process to best meet their unique needs. The local air quality agencies will evaluate these potential projects to determine if the local air quality agency has the resources available to partner with the local government, transit and/or port authority to guarantee a successful project. You must indicate which option you have chosen on the application.

1. Retrofit Option One – The State of Washington provides retrofit master contracts. Ecology will arrange for the purchase and installation of retrofit emission control technology for each awarded project.

The retrofit contractor will:

- Contact the local government to make an appointment to survey the candidate vehicles and equipment.
- Will provide local government information on how this technology works to reduce emissions.
- Identify the appropriate retrofit technology for the candidate vehicles.
- Provide the local government with information on how the retrofit technology will be installed on their vehicles by the vendor's technical staff.
- Order the selected control technology.
- Schedule an appointment for installation of the control technology with the local government.
- Supply monthly progress reports to the Department of Ecology.
- Process invoice for payment.

The local government receiving grant funds will:

- Fill out and submit to Ecology the attached application by December 2, 2005.
- Designate an individual who has the signatory authority to certify on a form provided by Ecology that the retrofit project for their fleet has been installed.
- Request an invoice from the contractor(s)/vendor(s) for the retrofit equipment purchased and installed.

- Submit invoice to Ecology.
- Local governments, as defined under **Eligible Applicants**, must have the individual with signatory authority verify the retrofit technology has been installed.

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2. **Retrofit Option Two** - Local Governments and port and transit authorities wishing to retrofit heavy-duty diesel vehicles and equipment other than dump/maintenance trucks, refuse trucks, and transit buses as identified in **Types of Vehicles Eligible for Retrofit** should use Option Two. This option requires local governments to create a partnership with their Local Air Quality Agencies/Authorities. The Local Air Quality Agency/Authority must agree to oversee this process for the local government, port and transit authority prior to choosing this option. [Grant funds may not be used for the costs accrued in the administration of this more complex and time/labor intensive option. Local governments must contact Ecology for additional information prior to applying under Option Two.](#)

The local government in partnership with the local Clean Air Authority/Agency will:

- Fill out and submit to Ecology the attached application form and the preliminary project plan to Ecology by 5:00 pm on by December 2, 2005. This preliminary project plan describes the partnership with your Local Air Agency/Authority, a scope of work, a project schedule and budget to Ecology for review and revision.
- Provide Ecology with a contract management plan that addresses the Washington state approved competitive bid process to select a contractor for the retrofit technology after the applicant receives the award.
- Provide the resources to develop and manage the awarded project.
- Request an invoice from the contractor(s)/vendor(s) for the retrofit equipment purchased and installed.
- Verify the retrofit technology has been installed properly based upon the awarded project's description and the fleets' equipment specifications.
- Submit the invoice(s) to Ecology.

Reporting: For Retrofit Option One, the contractor will provide Ecology with monthly progress reports. For Retrofit Option Two, those managing the selection, purchasing, installation, and quality control of the awarded retrofit project must submit quarterly progress reports to the Department of Ecology.

Cost Sharing or Matching Funds: No matching funds are required for the purchase and installation of the retrofit technology.

Evaluation Criteria: The Department of Ecology intends to award funds to as many eligible retrofit projects throughout the state as possible. Projects not funded initially due to a lack of funds, may receive grant funds at a later date, if and when, more funds become available. Each eligible project will be evaluated based on its ability to reduce the local government's population's exposure to diesel emissions.

Award Notification: Ecology will notify awarded applicants by January 20, 2006.

Award Period: January 20, 2006 through June 30, 2007.

Applications and frequently asked questions and answers are available on the web:

<http://www.ecy.wa.gov/programs/air/cars/DieselGrantPage.htm>

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Washington State
Department of
Ecology

Local Governments Heavy-Duty Diesel Retrofit Grant Application

Department of
Ecology
Funding
Application

ECOLOGY USE:
APPLICATION NO.

1. APPLICANT NAME: <i>(Name of local government or association)</i>		2. FEDERAL TAX IDENTIFICATION NO:	
3. APPLICANT SIGNATORY: <i>(The person whose name is listed here must sign the bottom of this application.)</i>			
Name:			
Title:		Telephone Number:	E-Mail Address:
Address:			
4. APPLICANT STAFF CONTACT:			
Name:			
Title:		Telephone Number:	E-Mail Address:
Address:			
6. PLEASE SEND COMPLETED APPLICATION TO:			
Send an original copy of the application (containing an original signature) to:			
<u>U.S. Postal Mailing Address:</u> Department of Ecology Air Quality Program P.O. Box 47600 Olympia, WA 98504-7600 Attn: Local Government Diesel Retrofit Grants Ann Byfield or Mike Boyer		<u>Overnight Mail or Hand Delivery Address:</u> Department of Ecology Air Quality Program 300 Desmond Drive Lacey, WA 98503 Attn: Local Government Diesel Retrofit Grants Ann Byfield or Mike Boyer	
Applications must be received at the Department of Ecology (Lacey Headquarters Office) by <u>5:00 pm on Friday, December 2, 2005.</u>			
To verify delivery of the application by the deadline, consider using return receipt mail.			

Local Governments Heavy-Duty Diesel Retrofit Grant Application

All heavy-duty diesel vehicles and equipment owned and/or registered and operated by the applicant organization should be listed as part of the applicant's fleet on one application. For example, one fleet might include three refuse trucks, two dump trucks and fourteen transit buses. Please state the number of vehicles you plan to retrofit. If a vehicle has already been retrofitted, indicate the type of emission control device already installed. The vehicle or equipment may be eligible for an additional emission control device. Contractor will discuss the available technologies with those awarded grant funds when the Local Governments contact them.

Please answer the following questions:

1. Which retrofit option (Option One or Option Two) have you chosen?
2. If you choose Option Two, you must contact the Department of Ecology immediately.
3. How many heavy-duty diesel vehicles are in your fleet?
4. How many vehicles in your fleet have already been retrofitted?
5. Please identify the types of retrofits (i.e. diesel oxidation catalysts, diesel particle filters and crankcase ventilation filters).
6. What type of diesel fuel are you using? Are you using alternative fuels such as biodiesel, biodiesel blends or ultra-low sulfur fuels?
7. What types of fuels will be available to your fleet in the near future?

Additional comments related to your fleet or project:

Please copy the following page if you have more vehicles or equipment in your fleet than there are spaces provided. Be sure to include ALL heavy-duty diesel vehicles and equipment owned, registered and/or operated by your city, county, port authority and/or transit authority. All vehicles and equipment need to be listed on the same application regardless of the type or use of the vehicle.

Diesel Vehicle/Equipment List

(Make additional copies as needed. An Excel spreadsheet may be substituted.)

[illegible]

5. APPLICATION CERTIFICATION:

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION AND ANY OTHER REQUIRED INFORMATION ON BEHALF OF THE APPLICANT.

Printed Name	Signature
Title	Date